



The Secretary of Energy
Washington, DC 20585

July 9, 2007

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM SAMUEL W. BODMAN

A handwritten signature in black ink that reads "Sam Bodman".

SUBJECT: Secretarial Awards Program

The Department of Energy has a long-standing tradition of recognizing employees whose performance exceeds the call of duty. We believe it is important to recognize employees and contractors who have provided exceptional service to the American people.

At my direction, the Office of Human Capital Management has developed a new Awards program, comprised of three components:

- Awards that will be presented annually to be known as the *Secretary's Honor Awards*;
- Awards that can be given at any time to be known as the *Secretary's Appreciation Award*; and
- Awards to be known as *Departure Awards* that are given upon a recipient's departure from the Department of Energy.

The Secretary's Honor Awards will be the highest internal non-monetary recognition that our employees and contractors can receive, replacing the Secretary's Gold, Silver, and Bronze awards.

Details of the new program are attached, along with guidance from Dr. Jeff Pon, our Chief Human Capital Officer. I ask that you become familiar with the guidelines and nomination process so your organization can take full advantage of this new program.

Early next year, I will host the first Annual Secretary's Honor Awards Ceremony, where we will celebrate the accomplishments of a select cadre of our employees. I ask you to personally review the nominations submitted for your organization to ensure the justifications are responsive to the new award criteria and that they reflect long-term and exemplary achievements.

Thank you for your personal involvement in this important process.

Attachment



Printed on recycled paper

SECRETARY'S AWARDS PROGRAM OVERVIEW

The Department of Energy has a long-standing tradition of recognizing employees who go above and beyond the call of duty in their work endeavors. The Office of Human Capital Management is enhancing this tradition by developing a new and more robust program comprised of three distinct components; first, a set of awards that will be presented annually known as the Secretary's Honor Awards; second, a component known as the Secretary's Appreciation Award that can be given at any time; and third, the component that includes a set of Departure Awards.

I. The Secretary of Energy's Annual Honor Awards

- *The James R. Schlesinger Award*

This award represents the highest non-monetary level of recognition an employee or contractor can receive in the Department. It is bestowed upon **one** individual each year whose outstanding performance is responsible for contributions of national importance or for affecting significant improvement to the successful implementation of the Department's mission.

The award recipient should have a record of consistently demonstrating outstanding leadership in public service and should exhibit the highest levels of integrity, professionalism, and dedication throughout their service to DOE. All DOE employees and contractors who meet the criteria are eligible to receive this award; however, **it is intended for one individual recipient each year.**

The recipient will receive a polished brass and mahogany clock along with a shadow box-framed calligraphy certificate signed by the Secretary of Energy and a commemorative medal honoring former Secretary of Energy James R. Schlesinger.

- *The Secretary of Energy's Excellence Award*

This award is designated for individuals who have a singular accomplishment that demonstrates a high level of performance and outstanding leadership in public service. The individual's overall achievements must be substantial (outside the normal course of duty) and must significantly benefit the Department's mission and the Nation. This award is intended for individual recipients; however, there can be multiple recipients of this award each year (typically four to ten).

Recipients will receive a crystal medallion award and a leather-encased certificate signed by the Secretary of Energy.

- *The Secretary of Energy's Achievement Award*

This award is bestowed upon a group or team of DOE employees or contractors who together accomplished significant achievements on behalf of the Department. These groups should demonstrate cooperation and teamwork in attaining their goals. There can be multiple team recipients of this award each year (typically one to three groups/teams).

Each individual member of the team or group will receive a crystal statue and leather encased certificate signed by the Secretary of Energy.

The Secretary of Energy's Honor Awards will be given out annually at a departmental ceremony to be held in Washington, DC.

II. The Secretary of Energy's Appreciation Awards

The second component of the Secretary's Awards Program consists of an award that has been created to provide more immediate recognition for accomplishments.

This award will be known as the *Secretary of Energy's Appreciation Award*. This award is to be given to employees or contractors for making a noteworthy contribution to the Department beyond the scope of their normal work responsibilities. These awards are to be given at the discretion of the Secretary at any time.

Heads of Departmental Elements may also submit a nomination for an employee to receive an Appreciation Award. Nominations should be sent to the Office of the Executive Secretariat. They will be reviewed, and those that meet the program's criteria will be forwarded to the Office of the Secretary.

Recipients will receive one of four items (a Department of Energy flag; a Department of Energy paperweight; a pewter box with a Secretary of Energy coin or a Secretary of Energy pen) and a framed certificate signed by the Secretary of Energy. The Secretary will personally present these awards to the recipients.

III. The Secretary of Energy's Secretarial Departure Awards

The final component of the new awards program will be known as *Secretarial Departure Awards*. There are three awards in this component of the program. They include:

- ***The Secretary's Exceptional Service Award***

This award is given in recognition of outstanding and unique accomplishment and leadership that exemplifies the highest standards of and dedication to public service and significantly benefits the Department and the Nation.

This honorary award is reserved for recognition of an individual's achievements upon departure from the Department of Energy and is the highest award that can be bestowed at that time.

Recipients will receive a Nickel Plated Executive Clock and a leather encased certificate signed by the Secretary of Energy.

- ***The Secretary's Distinguished Service Award***

This award is given in recognition of continuous and distinctive achievements, within or beyond an individual's area of responsibility, which are of substantial value to the

Department. This honorary award is reserved for recognition of an individual's achievements upon departure from the Department of Energy.

Recipients will receive a Department of Energy Medallion encased in a mahogany box and a certificate signed by the Secretary of Energy.

- ***The Secretary's Meritorious Service Award***

This award is given in recognition of superior achievements which are within or beyond an individual's area of responsibility, and have significantly advanced the Department's mission. This honorary award is reserved for recognition of an individual's achievements upon departure from the Department of Energy.

Recipients will receive a Department of Energy Bronze plaque and a certificate signed by the Secretary of Energy.

The Departure Awards will be given at the discretion of the Secretary to acknowledge significant accomplishments of employees as they leave the Department. In addition, Heads of Departmental Elements may submit a nomination for a Departure Award to the Office of the Executive Secretariat at least 30 days prior to the employee leaving the Department.

These nominations will be reviewed and those which meet the program's criteria will be forwarded to the Office of the Secretary.

Comments/Questions

Comments and questions not addressed in this manual should be directed to the Secretary's Honor Awards Program Manager in the Office of Human Capital Management at (202) 586-5610 or by electronic e-mail at Honor.Awards@hq.doe.gov.

NOMINATION PROCESS FOR SECRETARY'S AWARDS

The Office of Human Capital Management is responsible for managing the Secretary's Awards Program.

All Secretary Honor Awards nominations must be submitted to the Office of the Secretary through the Office of Human Capital Management. The Office of Human Capital Management will manage the Honor Awards Program and solicit annual request for nominations. Departure award nominations must be submitted to the Executive Secretarial 30 days prior to the employee leaving the Department. Nominations for all Secretarial Appreciation Awards listed must be submitted two weeks prior to the award presentation. Nominations must include the date (if applicable) the award will be presented to the individual. All Honor Award nominations will be reviewed by the Secretarial Awards Committee, comprised of the Chief of Staff, the Deputy Secretary, the Under Secretaries and the Director of Human Capital Management, or their designees. The Secretary will make all final decisions on award recipients personally after receiving input from the Committee. For the first such awards, nominations must be received by **October 30, 2007**.

Comments and questions not addressed in this manual should be directed to the Secretary's Honor Awards Program Manager in the Office of Human Capital Management at (202) 586-5610 or by electronic e-mail at Honor.Awards@hq.doe.gov.

I. Secretary's Honor Awards

The Office of Human Capital Management is responsible for managing the Secretary's Honor Awards Program. All awards nominations for the Honor Awards must be submitted to the Office of the Secretary through the Office of Human Capital Management.

The nomination form with relevant supporting documentation can be initiated at any level of the organization, but all nominations must be approved by an Under Secretary, Assistant Secretary, or equivalent. Once the nomination packet is complete and approved by the appropriate senior DOE Official, packets must be sent to the Office of Human Capital Management for an initial review to ensure that the nomination meets the program criteria. Complete packages will be submitted to the Secretarial Awards Committee for review. Final determinations on awards will be made by the Secretary.

The following must be included in the nomination paperwork:

- A justification memorandum to the Secretary through the Office of Human Capital Management signed by the approving DOE Official noting the specific award for which the individual is being nominated and the Official's personal

approval justifying the award nomination. For nominations of a group for the Secretary of Energy's Achievement Award, the memorandum must include the names of each individual employee being nominated for the award.

- A completed Nomination Form (be sure to include the correct spelling of the nominee's full name as it is to appear on the certificate, award or citation). The justification included on this form or in an addendum attachment must address the criteria outlined in the awards program, as well as outline in detail specific accomplishments upon which the award recommendation is being based. Any justifications written in general terms will delay the approval process and may be returned to the requesting Office. A separate nomination form must be completed for each employee in the case of a group nomination for the Secretary of Energy's Achievement Award.
- Separate attachment with text to be included in the citation. Text must not exceed two paragraphs or 20 lines.

Nomination packets for the **Secretary's Honor Awards** must be sent to the Office of Human Capital Management, ATTN: Secretary's Awards Program Manager, 1000 Independence Avenue, SW, HR-10 Room 4E-050, Washington, DC 20585 via hard copy with all relevant signatures. A copy of the packet must also be sent by electronic mail to Honor.Awards@hq.doe.gov. The electronic copy will be used to begin preparation of the nomination packet; however, it will NOT be processed for approval until a PDF copy with signatures is received electronically.

The Office of Human Capital Management will send an e-mail confirmation to the servicing Human Resources Offices once the hard copy packet has been received and is in process. Once the final awards have been approved by the Secretary, the servicing Human Resources Offices and the requesting DOE Officials will be notified via electronic mail. **IMPORTANT:** Requesting Officials and or supervisors must refrain from notifying the nominee of the submission of the recommendation for the award. Granting the award is at the sole discretion of the Secretary.

II. Secretary's Appreciation and Departure Awards

Individual Nominations

All nominations must be approved and submitted by an Under Secretary, Assistant Secretary, or equivalent. The nomination form with relevant supporting documentation must be initiated by the employee's immediate supervisor and go through the normal supervisory channels. Once the nomination packet is complete and approved by the appropriate senior DOE Official, packets must be sent to the Office of the Executive Secretariat for Secretarial approval.

The following must be included in the nomination paperwork (NOTE: incomplete packets will result in delay of the approval process)

- A completed Nomination Form signed by the approving DOE official (be sure to include the correct spelling of the nominee's full name as it is to appear on the certificate, award or citation). The justification included on this form or in an addendum attachment must address the criteria outlined in the awards program, as well as outline in detail specific accomplishments upon which the award recommendation is being based. Any justifications written in general terms will only delay the approval process and may be returned to the requesting Office.
- Separate attachment with text to be included in the citation. Text must not exceed two paragraphs or 20 lines.

Group Nominations

Nominations for a particular group of employees that meet the criteria for the relevant award may be submitted for the following awards under the Secretary's Award Program: The Department of Energy Excellence Award and the Secretary of Energy Appreciation Award.

Group nomination packets must include a nomination form for each employee and follow the same procedures outlined for individual recipients.

DEPARTMENT OF ENERGY *Secretary's Awards Nomination Form*

1. Individual's Name (Full Name as it is to appear on the certificate)	2. Date of Award Presentation if known (Date to appear on the certificate)
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3. Current Position Title

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4. Requesting Office

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5. Type of Award (Check Applicable Box)

☐ The James R. Schlesinger Award
 ☐ Secretary's Excellence Award
 ☐ Secretary's Achievement Award
☐ Secretary's Appreciation Award
 ☐ Secretary's Distinguished Service Award
☐ Secretary's Meritorious Service Award
 ☐ Secretary's Exceptional Service Award

6. Award Justification:

Continue on blank sheet of paper and attach if you need more space.

7. Award Citation: A citation of no more than 25-26 lines must be attached to nomination form.

8. DOE Official Approval (print name and title):

Initiator/Date			
Print Name and Title of Reviewing Officials	Recommendation (Initial And Date)		Award Recommended
	Approve	Disapprove	
DOE Official (requesting official):			
DOE – Office of Human Capital Management:			
Secretarial Awards Committee (for Honor Awards Only):			
DOE Secretary:			